



**BUILDING CODE COMPLIANCE OFFICE
PRODUCT CONTROL DIVISION**

TELEPHONE (305) 375-2902 FAX (305) 372-6339

**MIAMI-DADE COUNTY, FLORIDA
METRO-DADE FLAGLER BUILDING
140 WEST FLAGLER STREET, SUITE 1603
MIAMI, FLORIDA 33130-1563**

PRODUCT CONTROL APPLICATION FOR NOTICE OF ACCEPTANCE (NOA) & LABORATORY CERTIFICATION

This application is required to request the issuance of Notice of Acceptance (NOA) or Testing Laboratory Certification. Please type or print all the information requested and sign on the back side of the application in the space provided.

APPLICANT'S INFORMATION

(1) Legal Name of Applicant: _____

The name of the applicant must be the legal name. Trade or dba names are not allowed.

(2) Address (Manufacturing Plant) _____

(3) City, State, Zip Code: _____

(4) Name, Title & Email Address of
Contact Person: _____

(Must be an official of the company)

(5) Telephone / Fax Number: _____

(6) Mailing address, if different: _____

(7) City, State, Zip Code: _____

PURPOSE OF APPLICATION

(8) Check all applicable boxes

Please see back of application for definitions

☐ NOA

☐ Lab Certification

☐ New

☐ Revision _____

(Provide Existing Number and Expiration Date)

☐ Renewal _____

(Provide Existing Number and expiration Date)

(9) Enter name of product or system _____

This name will appear on NOA

(10) (Under development) _____

(11) Fee Enclosed: _____
Fees are non-refundable

Make check payable to "Miami-Dade County, Building Code Compliance Office".
The legal name of the applicant must be printed on the check.

(12) Check one of the following boxes, only if applicable

☐ I am applying as an Association member

☐ I am applying with a Private Label Agreement

Provide Name and Acceptance No. of Association

Provide Name and Acceptance No. of Private Labeler

THIS SPACE IS FOR THE USE OF THE BUILDING CODE COMPLIANCE OFFICE ONLY

Application Number: _____

Date Received: _____

Check Number: _____

Fee Amount: _____

FILING INSTRUCTIONS/DEFINITIONS

Applications for the issuance of NOA's must be completely filled out by the manufacturer of a product and/or system seeking the acceptance, in the Metropolitan Miami-Dade County jurisdiction, of said product and/or system. Or by an independent testing laboratory seeking to be certified to perform testing for products and/systems to determine compliance with the South Florida Building Code and submittal to the Miami-Dade County Building Code Compliance Office. The applicant must submit with this application all documents listed in the applicable checklist(s), along with the applicable fee. All products requiring to be listed with an approved testing agency, must be, at time of application, part of a listing program by an approved testing agency having unannounced follow-up service. A copy of the current listing shall be included in the submittal. Said listing must be maintained during the life of the NOA.

- **NOA:** A document prepared by the Product Control Division, accepting the applicant's request. NOA's are only issued to a manufacturer of a product and/or a system.
- **Lab Certification:** A certificate issued to independent testing laboratories authorized to perform testing based on a specific standard as listed in the certificate.
- **New [Application]:** A request for the issuance of an NOA for products and/or systems that do not presently hold a current NOA. Or request for the issuance of a certificate to independent laboratories that do not hold a current Laboratory Certification. Estimated time of processing is 180 days.
- **Revision:** A request by the holder of a current NOA seeking a change or modification to the product and/or system accepted and listed by such NOA. Or a request by the holder of a current laboratory certificate seeking a modification of such certificate. Estimated time of processing is 120 days.
- **Renewal:** A request by the holder of a current NOA seeking an extension of the expiration date of such NOA. Or a request by the holder of a current laboratory certificate seeking an extension of the expiration date of such certificate. If the existing NOA or laboratory certificate has expired, by the time the application is submitted, it is considered a new application, instead of a renewal. The application requires a statement from the NOA/Certificate holder that the product/system/laboratory has not changed in any shape or form. Estimated time of processing is 60 days.
- **Private Labeler Agreement:** An agreement between the applicant and the manufacturer of a product or system, holding a current NOA, to have the manufacturer, manufacturer the accepted product or system under the applicant's name. The agreement shall be on the form provided by the Product Control Division. The properly executed agreement shall be part of this submittal. Applicant's acceptances, based on private labeler agreements are subject to be removed if the manufacturer fails to maintain said NOA current. These acceptances shall have the same expiration date as the expiration date of the manufacturer's NOA.
- **Distributor Agreement:** All applicants who are manufacturers with domicile outside of the United States, must file with this application, a distributor agreement. Such agreement shall be made with a company with a domicile within the United States. The agreement shall be on the form provided by the Product Control Division. The properly executed agreement shall be part of this submittal.
- **Association Members:** Applicants applying under this category, agree to be bound by all the conditions set forth in the association acceptance.

FEE SCHEDULE

A) Application issuance of an NOA	
1. New application, including those under Private Labeling Agreement valid up to 5 years.....	\$4,000.00
2. Revision valid up to expiration date of original NOA.....	\$1,500.00
3. Renewal , prior to expiration date valid up to 5 years.....	\$1,500.00
4. Renewal after expiration date valid up to 5 years.....	\$4,000.00
B) Application for issuance of Laboratory Certificate	
1. New Application valid up to 5 years.....	\$4,000.00
2. Revision valid up to expiration date of original Certificate.....	\$1,500.00
3. Renewal, prior to expiration date valid up to 5 years.....	\$1,500.00
4. Renewal after expiration date valid up to 5 years.....	\$4,000.00
C) Review of Distributor Agreement.....	\$1,500.00
D) Other fees	
1. Special Project to include: (Use blue application).....	
a) One-time Approval	Hourly rate of
b) Review of Proposal	\$75.00
c) Review to create criteria	
2. Certificate of Competency payable every 2 years (CC issued annually).....	\$1,000.00
3. Review of alternate type of products, material or method of design valid up to 1 year.....	\$4,000.00

Note: This office is authorized to collect:

- a) Travel expenses incurred in the process of conducting inspections.
- b) Recording fees from the applicant in connection with those matters to be recorded.
- c) A fee based on actual staff time and cost for matters that are extraneous to its activities.

ACKNOWLEDGMENT

The information provided with this submittal, is true and correct to the best of my knowledge and belief. I understand that any information that I provide Miami-Dade County, is subject to public inspection and release under the public records law of the State of Florida, FS 119. Drawings and/or any other design information, not included in the NOA, may be subject of federal copyright protection. (It is the administrative policy of The Building Code Compliance Office to notify you when a request has been made to review the information in our files. Copyrighted material may not be duplicated or knowingly made available for duplication without the permission of the holder of the copyright.) I further state that I am in agreement with all the conditions listed herein.

Print Name and Title of Authorized Representative
(Must be an official of the company)

Signature of Authorized Representative

Date